



Office of the Mayor
City of Columbus
Ohio

COVID-19 LEAVE POLICY

The City of Columbus (“City”) hereby establishes this ***COVID-19 Leave Policy*** to supplement the Families First Coronavirus Response Act (FFCRA). The purpose of this Policy is to extend salary and benefit continuation to employees for at-work COVID-19 exposures and illnesses after an employee has exhausted 80 hours of the Paid Sick Leave entitlement under the FFCRA. Receipt of this COVID-19 Leave is intended to be the sole replacement of wages payable to an employee and is not intended to be supplemented by any benefits available through the Bureau of Workers' Compensation or Industrial Commission.

APPLICATION AND EXCLUSION

This Policy shall apply to all City Employees except for uniformed employees of the Division of Fire and Division of Police.

ELIGIBILITY

It shall be the Policy of the City of Columbus to provide paid COVID-19 Leave in the following instance:

An Employee has been advised by a health care provider, local health department, or their Appointing Authority or designee(s) to self-quarantine or isolate due to a verifiable at-work exposure to COVID-19.

Leave shall be available only after FFCRA benefits have been exhausted. Leave shall be available from the date/time of exposure and shall last until quarantine or isolation orders have been lifted. When requesting leave, employees shall indicate the name of the healthcare provider, local health department or Appointing Authority or designee advising to quarantine or isolate. Employees shall provide date, and work location of exposure. Employees should submit documentation of the advisement to quarantine. If documentation is not available or is subject to unreasonable delay, such documentation shall not prevent the employee from receiving paid COVID-19 Leave.

DISQUALIFICATION OF LEAVE

Employees may be disqualified from paid COVID-19 Leave upon proof of any of the following:

1. Failing to wear a mask, social distance, or wear appropriate Personal Protective Equipment when required;
2. Failing to adhere to published Department and/or Division Safety Protocols;

3. Failing to adhere to the latest version of the City of Columbus COVID-19 Safe Work Practices Guidance and FAQs;
4. Failing to immediately quarantine or isolate when advised by a healthcare provider, local health department, or their Appointing Authority or designee(s);
5. Failing to disclose information required under **ELIGIBILITY** to justify paid COVID-19 Leave.

Employees are prohibited from performing work or receiving wages from any secondary employment while receiving COVID-19 Leave, unless work is performed during off-working hours and no conflict exists between that employment and the COVID-19 Leave restrictions, i.e., working from home during off-working hours while required to quarantine is permissible. Employees performing secondary employment in violation of this provision shall be disqualified from COVID-19 Leave and may be subject to discipline.

PROCEDURES, TRACKING, AND REPORTING

COVID-19 Leave under this Policy shall be tracked and reported by the Appointing Authority. A report of usage totals shall be submitted at the end of every month to the City's Labor Relations Manager.

EXPIRATION

This Policy shall expire upon the termination of the City's State of Emergency or upon fifteen (15) days of written notice by the City.